DOCUMENT RESUME

ED 116 058 CG 010 226

TITLE Information Booklet for the Handicapped. Revised Edition.
INSTITUTION University of Southern California, Los Angeles. Office of Handicapped Student Services.
PUB DATE Sep 75
NOTE 24p.

EDRS PRICE MF-$0.76 HC-$1.58 Plus Postage
DESCRIPTORS *Facilities; *Guides; *Handicapped Students; Higher Education; *Physically Handicapped; School Buildings; School Publications; *Special Health Problems; Student Needs; Student Personnel Services
IDENTIFIERS *University of Southern California

ABSTRACT

This handbook is prepared by the University of Southern California for its handicapped students. It contains a description of the facilities located on campus, including accessibility of buildings, restrooms, telephones, ramps, and designated parking spaces. Also included is a description of student services available and solutions to problems pertinent to handicapped students. Although this handbook is specific to USC, it could be used as a guide to other schools interested in providing like information to their students. (HMV)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED116058

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

INFORMATION BOOKLET FOR THE HANDICAPPED

PERMISSION TO REPRODUCE THIS COPYRIGHTED MATERIAL HAS BEEN GRANTED BY

Paula Simon

TO ERIC AND ORGANIZATIONS OPERATING UNDER AGREEMENTS WITH THE NATIONAL INSTITUTE OF EDUCATION. FURTHER REPRODUCTION OUTSIDE THE ERIC SYSTEM REQUIRES PERMISSION OF THE COPYRIGHT OWNER.

CG 010 226

Revised Edition
September 1975

Office of Handicapped Student Services
Student Health Center
University of Southern California
849 West 34th St.
Los Angeles, California 90007
(213) 746-7987

Program Coordinator: Paula Simon

TABLE OF CONTENTS

	Page
LETTER TO STUDENT	3
ACKNOWLEDGMENT	4
BOOKSTORE	5
CAMPUS BUILDINGS AND FACILITIES	5
CAREER RESOURCE CENTER	15
COUNSELING CENTER	15
ELEVATORS	16
ENTERTAINMENT/SPORTS EVENTS	16
FINANCIAL AID	17
FOOD SERVICES	18
HOUSING	18
LIBRARIES	19
NOTE TAKING AND TEST ADMINISTRATION	20
PARKING FACILITIES AND CAMPUS TRANSPORTATION	21
RECREATION	21
REGISTRATION	21
RESTROOMS	23
STUDENT HEALTH CENTER	23
STUDENT SERVICES	23
TELEPHONES	24
WATER FOUNTAINS	24
WHEELCHAIR STORAGE	24
MAP	12

". . . to participate fully in campus life"

Dear Student:

Welcome to USC! This booklet has been published in the hope of answering your questions regarding the accessibility of campus facilities and the availability of relevant support services.

Our University provides a stimulating learning environment, where we hope each student will realize his or her maximum potential and will grow toward a full and independent life. The Office of Handicapped Student Services has been established to provide support services that will enable the handicapped student to participate fully in campus life. We arrange, whenever possible, to meet special needs, such as designated parking spaces, mail preregistration, elevator keys, assistance in locating readers and attendants, and up-to-date files for referrals to volunteer organizations and services in the Community. We are interested in you and hope you will stop in or call us at any time to get acquainted, discuss concerns, and offer suggestions. We are here to serve you and need your input most of all.

We also would like you to join us at meetings of our Committee for Improving Handicapped Student Life. The Committee consists of interested students, faculty, and staff and is responsible for identifying problem areas, suggesting solutions and helping to facilitate programs.

Our office is located at the Student Health Center, 849 W. 34th St., Room 203. Our telephone number is (213) 746-7987.

We look forward to meeting you.

Paula Simon, Coordinator
Patti Goswiller, Staff Assistant

Office of Handicapped Student
Services (OHSS)
Student Health Center

ACKNOWLEDGMENT

People at USC care about people. This is evident in the enthusiastic involvement of many departments on campus in our Program for Handicapped Students. Much has been accomplished in the short period of our program's existence but we're just beginning.

President Hubbard has expressed his interest in making the University of Southern California a place where all of us can grow. Our purpose here is facilitating your growth. Your help is welcome — and needed, too. After all, this is what USC is all about: people helping people.

Addie L. Klotz, M.D.
Executive Director
Student Health and
Counseling Services

BOOKSTORE

The University Bookstore is located on the first floor of the Student Union. The regular bookstore hours are Monday through Thursday, 8:30 a.m. to 7 p.m., Fridays 8:30 a.m. to 5 p.m. and Saturdays 9:30 a.m. to 1 p.m. During the first week of classes of the fall and spring semesters the store is open from 7:30 a.m. to 8 p.m.

Handicapped students may order merchandise by phone or mail. Prepayment by check, Master Charge, or BankAmericard is requested. If payment for your books is to be authorized by an agency, check with the bookstore for procedure.

A ramp entrance to the Bookstore is located between the Student Union and the Student Activities Center (south entrance). The Bookstore aisles are accessible, and employees will be happy to help locate your books and other needs.

If you have any questions or specific problems, please contact Steve Crossland, director of stores, at 746-6131.

CAMPUS BUILDINGS AND FACILITIES

Because USC is a long-established university, some of its beautiful buildings have architectural barriers. However, an on-going program is being carried out to modify facilities and make USC an essentially barrier-free campus. All new construction and major remodeling will meet the needs of the handicapped.

The map (center insert) shows general access routes, ramps, curb cuts and driveways, elevators, designated parking spaces, and outdoor telephones.

When planning your major and your classes, it is important to check for building accessibility. Keep in touch with our office for the latest modifications.

DESCRIPTION OF BUILDINGS*

Building	Facilities
Ahmanson Center	Ramp off 37th St. Mall; elevator; restrooms: men's, main level, women's, second level, next to elevator.

Biegler Hall	Six steps to front and rear entrances.
Birnkrant Wellen's Residence Hall	Enter West entrance; elevator; accessible drinking fountain.
Booth Ferris Hall	Ramp at East side of building.
Bovard Administration Building (Auditorium)	Ramp at front entrance; only main level accessible.
Bridge Hall	Ramp to main level only — for upper floors enter through Hoffman Hall, take elevator to second or third floor, cross bridge to enter; restrooms: men's and women's second floor, adjacent to Computer Science Lab.
Bruce Hall	Ramp at rear of building.
Cinema	Enter South entrance.
College/University Hall	Ramp to front entrance; partially modified restroom and shower.

*At the time of publication, telephones in this listing are accessible to those in wheelchairs and restrooms are partially modified.

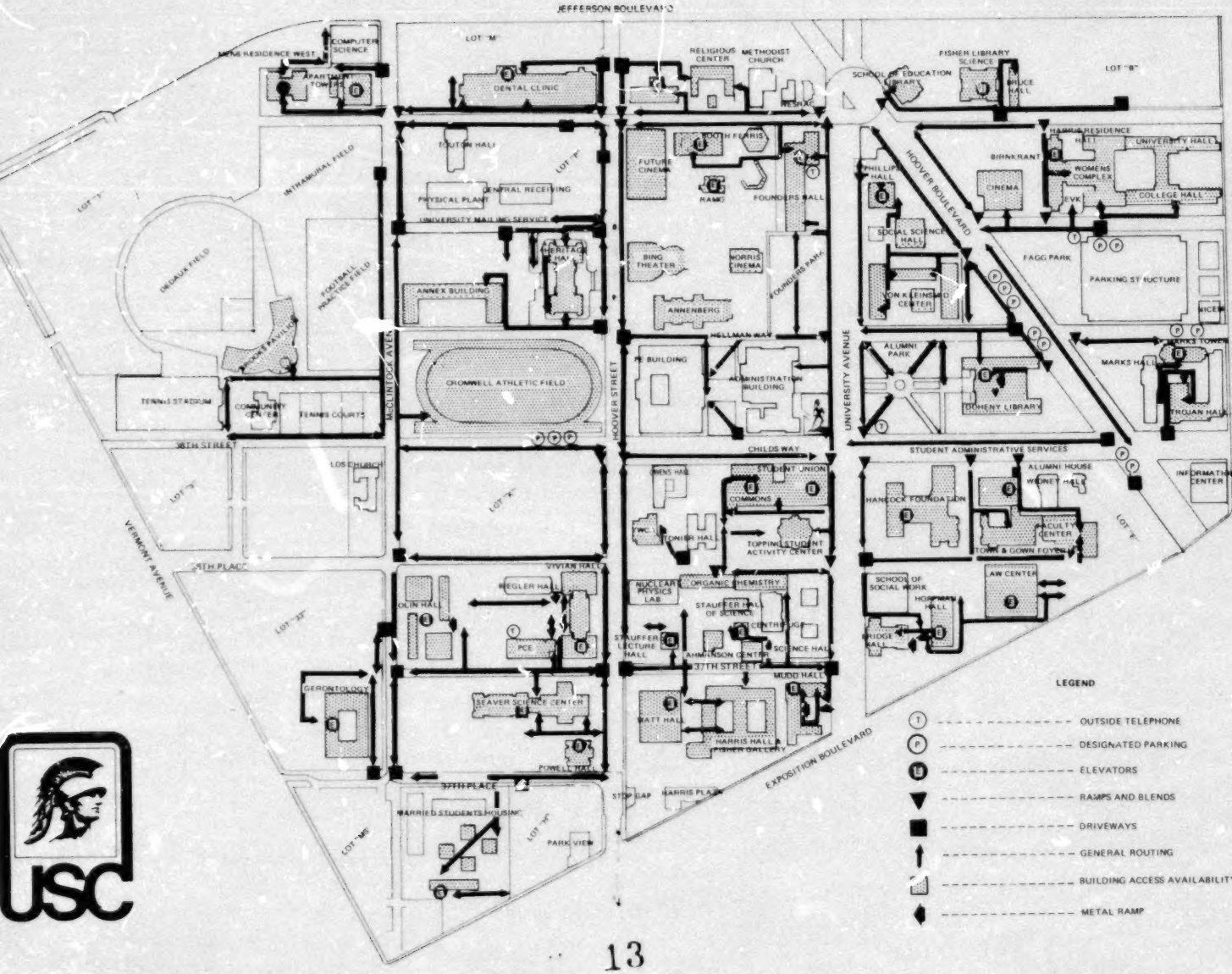
Commons	Ramp at South entrance; Grill and upstairs dining accessible via elevator in Cafeteria kitchen; restrooms: men's and women's, second floor, corridor opposite elevator.
Computer Science Building	Enter West entrance.
Dental Clinic	Enter North or South entrance; elevator; restrooms: men's and women's, second floor.
Doheny Library	Enter North side of building off Mall/ wheelchair lift; elevator; accessible drinking fountain; restrooms: men's, second level, South wing, women's, second level North wing; telephone, basement near lift, North side of building.
Elizabeth von KleinSmid Residence Hall	Ramp at South entrance.
Faculty Center	Enter East entrance.
Founder's Hall	All entrances accessible; elevator; accessible drinking fountain; restrooms: men's and women's, main level, North end of corridor; telephone, outside North end of building (push button dial and amplified sound).

Gerontology Center	All entrances accessible; elevator; restrooms: men's and women's, main level.
Hancock Foundation (Auditorium)	Contact Office of Handicapped Student Services for special access; key-elevator; restrooms: men's and women's, basement, across from elevator.
Harris Hall/Fisher Gallery	Ramp off 37th St. Mall; accessible drinking fountain.
Heritage Hall	Ramps at North or South entrance; restrooms: men's and women's, main level.
Hoffman Hall	Ramp at West entrance; elevator; accessible drinking fountain, third level; restrooms: men's, third level, North end, women's, third level, South end.
Information Center	Five steps to front entrance.
Law Center	Ramp to East entrance; elevator, (key needed for third floor); restrooms: men's, main level, North corridor, women's, main level, South corridor.

Marks Residence Hall	Not accessible to wheelchairs.
Marks Tower Residence	Enter via ramp on South side, off plaza; elevator.
Men's Residence West	North and South entrances accessible; elevator.
Mudd Hall	Ramps at main entrance and inside (steep); elevator; accessible drinking fountain; restrooms, men's and women's, main level.
Music Faculty Memorial Building	Enter via ramp at Booth Ferris Hall; restrooms: men's and women's, main level.
Olin Hall	Ramp off Plaza entrance (steep); elevator; restrooms: first level, center of court; men's, North side, women's, West side.
Organic Chemistry Wing	Contact Office of Handicapped Student Services for special access.
Owen's Hall	Four steps to front entrance.
Petroleum Chemical Engineering Building	Enter Plaza or Mall entrances; only first floor accessible; accessible drinking fountain.

Physical Education Building	Inaccessible to wheelchairs.
Powell Hall	Enter North entrance; elevator; telephone, first floor lobby.
Ramo Building	Enter via ramp from Booth Ferris Hall; Elevator; restrooms: men's and women's, second floor.
Religious Center	Ramps at Northwest and Southeast corners of building; only ground floor rooms accessible.
Safety and Systems Management	Enter North side of building; telephone, first floor, Northeast corner of building.
School of Education Library	Main entrance accessible via special lift.
School of Library Science	Ramp at main entrance; elevator; drinking fountain; telephone, first floor, main lobby; restrooms: men's and women's, main level.
School of Social Work	Four stairs to main entrance, many stairs inside.
Science Hall	Accessibility difficult; contact Office of Handicapped Student Services.

Science Lecture Hall	Contact Office of Handicapped Student Services for special access; elevator.
Seaver Science Center	Enter North or South side of building; elevator; restrooms: men's, main level, West side of building, women's, second floor, West side of building.
Security and Parking Operations	Inaccessible to wheelchairs, contact Office of Handicapped Student Services for special arrangements.
Social Science Annex	Inaccessible to wheelchairs.
Social Science Building	Enter East entrance; basement level accessible via elevator in Waite Phillip's Hall.
Student Activities Center	Accessible to wheelchairs on main level only.
Student Administrative Services	Ramp off Child's Way; elevator; telephone, first floor lobby; restrooms; men's and women's, second floor.
Student Health Center	Enter East entrance; drinking fountain; telephone, first floor, main lobby; restrooms: men's, main level, women's, second floor.


JEFFERSON BOULEVARD
COMPUTER SCIENCE
MCKE RESIDENCE WEST
APARTMENT TOWER
DENTAL CLINIC
LOT "M"
RELIGIOUS CENTER
METHODIST CHURCH
WESRAC
SCHOOL OF EDUCATION
FISHER LIBRARY SCIENCE
BRUCE HALL
LOT "B"
TUTOR HALL
LOT "P"
CENTRAL RECEIVING
PHYSICAL PLANT
UNIVERSITY MAILING SERVICE
HERITAGE HALL
ANNEX BUILDING
INTRAMURAL FIELD
LOT "T"
DEDEAUX FIELD
FOOTBALL PRACTICE FIELD
TENNIS STADIUM
COMMUNITY CENTER
TENNIS COURTS
MCCLINTOCK AVENUE
CROMWELL ATHLETIC FIELD
LOT "K"
LOT "S"
LOT "X"
LOT "Y"
LOT "Z"
LOT "MS"
LOT "W"
LOT "U"
LOT "V"
LOT "R"
LOT "E"
LOT "F"
LOT "G"
LOT "H"
LOT "J"
LOT "L"
LOT "N"
LOT "Q"
LOT "33"
LOS CHURCH
36TH STREET
37TH PLACE
37TH STREET
VERMONT AVENUE
HOOVER STREET
UNIVERSITY AVENUE
HOOVER BOULEVARD
EXPOSITION BOULEVARD
STOP GAP
HARRIS PLACE
PARK VIEW
MARRIED STUDENTS HOUSING
GERONTOLOGY
SEAVER SCIENCE CENTER
POWELL HALL
OLIN HALL
VIVIAN HALL
BEGLER HALL
PCE
NUCLEAR PHYSICS LAB
ORGANIC CHEMISTRY
STAUFFER HALL OF SCIENCE
CENTRIFUGE
STAUFFER LECTURE HALL
AHMANSON CENTER
SCIENCE HALL
MUDD HALL
HARRIS HALL
FISHER GALLERY
WATT HALL
FUTURE CINEMA
SOUTH FERRIS
RAMO
FOUNDERS HALL
BING THEATER
NORRIS CINEMA
FOUNDERS PARK
ANNENBERG
HELLMAN WAY
ADMINISTRATION BUILDING
CHILDS WAY
STUDENT ADMINISTRATIVE SERVICES
MENS HALL
STUDENT UNION
COMMONS
WOMENS HALL
TOMMY TROJAN
TOPPING STUDENT ACTIVITY CENTER
PHILLIPS HALL
SOCIAL SCIENCE HALL
ALUMNI PARK
VON KLEINSMID CENTER
HANCOCK FOUNDATION
SCHOOL OF SOCIAL WORK
HOSHEN HALL
BRIDGE HALL
LAW CENTER
FACULTY CENTER
TOWN & GOWN FOYER
ALUMNI HOUSE
WEDNEY HALL
DOHENY LIBRARY
HANCOCK RESIDENCE HALL
UNIVERSITY HALL
WOMENS COMPLEX
GYM
COLLEGE HALL
BIRNKRANT
CINEMA
FAGG PARK
PARKING STRUCTURE
MARKS TOWER
MARKS HALL
TROJAN HALL
INFORMATION CENTER
LEGEND
OUTSIDE TELEPHONE
DESIGNATED PARKING
ELEVATORS
RAMPS AND BLENDS
DRIVEWAYS
GENERAL ROUTING
BUILDING ACCESS AVAILABILITY
METAL RAMP

Student Union	Enter ramp South entrance, main level only. Contact Office of Handicapped Student Services for information on access to upper floors; drinking fountain; telephone, smokeshop lobby.
Trojan Residence Hall	Enter via ramp to Trojan dining room off Plaza; accessible drinking fountain; partially modified restroom and shower.
Vivian Hall	Ramp off 37th St. Mall to upper deck; elevator; restrooms: men's, main level, North wing, women's, second level South wing to elevator and restroom in North wing.
Von KleinSmid Center	All entrances accessible; elevator; accessible drinking fountain; restrooms: men's and women's, main level, next to elevator.
Waite Phillip's Hall	Enter East or North/West entrance; elevator; telephone — basement, near elevator; accessible drinking fountain; restrooms: men's, basement, women's, main level across from elevator.

Watt Hall	Enter ramp main entrance; elevator.
Webb Tower	Front ramp to main floor; elevator; telephone, first floor behind office.
Y.W.C.A.	Enter East entrance; second floor inaccessible; telephone, first floor, main lobby; restrooms: men's and women's, first floor.

CAREER RESOURCE CENTER

The Career Resource Center is located on the first floor of Bruce Hall, 663 W. 34th St. Hours are 9 a.m. to 5 p.m. (Tues. - Fri.) and 9 a.m. to 7 p.m. (Mon.).

Staff are available for individual and group counseling sessions. Counselors are ready to assist you in defining your career goals and preparing for a job search. The Center maintains a library of information on companies and career opportunities. Each year several thousand positions (full-time career, summer, and part-time) are listed with the office. During the fall and spring semesters, many companies, government agencies, and graduate schools visit the campus to interview graduating students. The Center coordinates these visits and maintains data files and schedules for the convenience of students.

Students are encouraged to visit the Center early in their college careers. Although not necessary for the convenience of students counseling appointments may be made by phoning 746-2176. Individuals confined to wheelchairs may enter the Center by the ramp at the rear of the building. If you cannot go to the office other arrangements will be made.

COUNSELING CENTER

The Counseling Center is located on the second floor (inaccessi-

ble) of the Student YWCA (857 W. 36th Place). The "Y" can be entered through the doors on the east side of the building. Notify the receptionist that you want to see a counselor, and she'll arrange for you to meet downstairs. Appointments may be made by phone. Contact Barbara Esaw, Ext. 7979.

Center services include individual and group counseling and psychotherapy, psychological and vocational testing, peer counselor training, workshops, seminars, and referrals to other appropriate counseling services on campus.

Anita Siegman, director of the center, invites your suggestions. Be sure to call her, or drop in. The University Counseling Center is now part of the Student Health and Counseling Services. Counseling is available until 10 p.m. Monday through Friday.

ELEVATORS

Elevators are noted with an "E" on the map in this booklet. An elevator key is needed for the third floor only of the Law Center and for the Hancock Foundation Building.

Keys may be obtained through the Office of Handicapped Student Services. The section on Campus Buildings and Facilities lists elevators that have lowered control buttons.

ENTERTAINMENT/SPORTS EVENTS

Consult the *Datelines West* listing each Tuesday in the Daily Trojan *Campus* section. Copies are available at the Student Activities Center main desk, kiosks and other drop points around campus. An Activities Hotline (746-5363) provides a 24-hour tape listing of daily events. The Student Activities Office (746-6283) can also give you information regarding special interest groups.

The cinema organization, Delta Kappa Alpha, sponsors film showings on Wednesday and Friday evenings at either Bovard Auditorium or Founders Hall, room 133. Admission is $1.00. Check with the Information Center (746-2388) for further information.

The School of Performing Arts (746-7111) has concerts and student recitals almost every evening in either Hancock or Bovard Auditorium. You can also sign up for mail announcements.

You'll be glad to know that all sports facilities on campus are

completely accessible to all students, and USC encourages you to attend sports events. Football games and track meets are held at the L.A. Coliseum. Handicapped students using their Student Activity Book may enter the Coliseum at Gate 14 (west end) and sit on the platform set up especially for wheelchairs (immediately behind row 29). An attendant may accompany the student on the platform, but he must purchase a general admission ticket and bring his own chair or stool. Basketball games are held at the Sports Arena. Again the Student Activity Book is used for admission, and the same rule as above applies for an attendant. The wheelchair area is located on the Concourse Level, which is easily accessible from the street in Sections 5-6, 12-13, 20-21, and 26-27. Gym meets are held in the Physical Education building, which is not accessible to wheelchairs. Baseball games are held at Dedeaux Field which is accessible. Provisions have been made for wheelchairs on the first and third base lines.

FINANCIAL AID

Few students can pass through four years at USC without seeking financial assistance.

The Financial Aid Office is located on the third floor of the Student Administrative Services building, room 316. The phone number is 746-6772. This building is located on Child's Way across from Doheny Library and the office hours are Monday through Friday, 9:30 a.m. — 5 p.m.

The Financial Aid Office handles thousands of scholarships for deserving students each year. Its task is to match each student, after determining financial need and scholastic potential, to a scholarship or loan which complements his needs or talents. All of the scholarships are awarded in the form of tuition credit.

When a student applies for financial aid, he is considered for all of the programs for which he qualifies. In the case of handicapped students, the Financial Aid Office will take into consideration additional expenses incurred by each individual's disability.

The Financial Aid Office administers a number of programs. Students may request a brochure which describes each of these programs in detail.

For further information concerning financial aid and financial aid deadlines, call the Financial Aid Office and make an appointment with an adviser, who will assist you in any way possible.

17

FOOD SERVICES

The main dining areas are in the Commons. On the outside of the building is a "sidewalk cafe" with outdoor chairs and tables, where food can be purchased between the hours of 10 a.m. and 2 p.m., Monday through Friday. The main cafeteria is open between 9 a.m. and 3:30 p.m., Monday through Friday. Students in wheelchairs may enter via the ramp at the south entrance.

The Grill in the basement is open from 7 a.m. to 8 p.m. Monday through Thursday, from 7 a.m. to 7 p.m. Friday, and from 7 a.m. to 2 p.m. Saturday. At present, students in wheelchairs must use the elevator in the kitchen to reach this floor. A new doorbell system has been installed in the Commons for students in wheelchairs who want to go to the Grill after the cafeteria closes at 3:30 p.m. The button is located on the south side of the Commons lobby just next to the door. The bell rings in the Grill. An attendant will come up to assist you. The same elevator can be used to get to the second floor, where the Commons Restaurant and the Hofbrau Buffet are located, open from 11:30 a.m. to 1:45 p.m., Monday through Friday. If you need any help in getting or carrying food or trays, do not hesitate to ask. For information regarding special needs, call Tom Bevan, Commons Manager (746-6193).

A food booth outside of Founders' Hall is open from 10:30 a.m. to 1:30 p.m. for sandwiches, beverages, and other items. Vending machines are available in many buildings around Campus. Catering trucks also visit the campus on varying schedules.

HOUSING

On-campus housing is most popular, so applications for housing must be made as early as possible.

Webb Towers Complex is accessible to all students. The studio and one-bedroom apartments accommodate two students. The two-bedroom apartments accommodate four students. The apartments are completely furnished, except for linens.

Married Student Housing has studio, one-bedroom, and two-bedroom apartments, furnished except for linens. The MSH Complex may be entered through the east gates. Building A can be entered from the east side with no trouble; it has an elevator on the ground level. Buildings F and G have a short step up into the lobby, where the elevators are located.

Women's Complex and Men's Complex are very similar. Their rooms are all furnished except for linens. Partial modifications have been made for wheelchairs in the restrooms and showers in College/University and Trojan Residence Halls.

Women's Complex may be entered from the Birnkrant Hall front door between 34th and 35th streets or via ramps to the front entrance of EVK and College/University Hall. Men's Complex may be entered via the ramp to Trojan Dining Room and Marks Tower. Elevators are in Birnkrant Hall and Marks Tower only.

Men's Residence West is easily accessible. It has a modified public restroom on the main floor but as yet no other special facilities for the handicapped available.

An annual board contract is mandatory.

For further information regarding housing, please contact the Residential Assignment Office (746-2546).

LIBRARIES

The following libraries are accessible: Architecture and Fine Arts, Cinema, Crocker Library (Business Administration), Dentistry, Doheny, Education, Gerontology, Law, Library Science, Safety and Systems Management, Seaver Science (Science and Engineering) and Von KleinSmid.

At this time, libraries inaccessible to wheelchairs are: Hancock Library (Call OHSS for access arrangements), Hoose Library (philosophy), Music, and Social Work.

Because of the inaccessibility of some of our libraries, arrangements have been made for a specially coded library card which will allow a handicapped student to borrow books by proxy from any library on campus. These cards are issued upon personal application to the main Loan Desk in Doheny Library. Proof of disability is necessary.

Please contact Dale Jarvis, head librarian, circulation department, or Charles Hinman, library assistant, at 746-2924 and 746-5239, for any special library needs.

The College Library, on the ground floor of Doheny, is especially designed for undergraduates, particularly those in the College of Letters, Arts, and Sciences (LAS). In addition to the 43,000 volumes of standard and classic books in all fields, there is a small, well-developed reference collection open to the students for brow-

ing. College Library also houses the reserves for undergraduate and graduate courses not serviced by any branch library (mainly in LAS) and maintains an exam file for professors who wish to file copies of previous exams.

A collection of about 1,000 spoken-word records and cassette tapes is available in the audio-service area, consisting of plays, poetry, literature, speeches, and documentaries. Included are 300 cassette tapes from the Center for the Study of Democratic Institutions covering a wide range of subjects, such as sociology, government, ecology, the human condition, international relations, and education. These tapes include speeches and discussions by major leaders in all fields.

The Braille edition of Webster's Student Dictionary and facilities for listening to audio cassettes is located directly to your left as you enter the stacks. The phonograph equipment for listening to the record collection is located directly ahead as you enter College Library.

If you have any questions, call Ellen Snyder, head librarian, 746-6057.

Coin-operated typewriters are located on the third floor (Room 307) of Doheny Library.

NOTETAKING AND TEST ADMINISTRATION

Students unable to take notes because of a disability should get permission of the instructor to utilize tape recorders in class. You will also find students who are happy to take notes for you if you will supply the carbon paper.

Arrangements may also be made for taking tests under special conditions (additional time, with readers and/or writers, electric typewriters, tape recorders, proctors) and for handing in assignments (on tape for example). Students with a hearing impairment will find their interpreters readily accepted.

It is suggested that these special arrangments be discussed with the individual instructors before the first class meeting. Please contact Paula Simon, Office of Handicapped Student Services (OHSS) (746-5344) for any additional help or problems in this area.

PARKING FACILITIES AND CAMPUS TRANSPORTATION

There is no one area designated for special parking for the handicapped, but there are spaces available throughout the campus for those who have a special need for extra room for wheelchair transfer. Also there are general spaces available to the handicapped in most areas. Please call Parking Operations or ask Parking Lot Attendants for specific locations.

Special arrangements can be made for any student needing parking in a special area at the University due to individual need. John Lechner, director of parking (ext. 6166) can help with this matter. Since the Parking and Security office is inaccessible to wheelchairs, please call Lechner's Office, and arrangements will be made to meet you elsewhere.

Pick-up and drop-off arrangements can be made by the use of special passes also available through the Parking Operations Office.

An evening tram service is available between the campus and the residence halls, but the trams cannot accommodate wheelchairs unless they can be folded.

RECREATION

All University Recreation Association activities are open to all students, faculty, and staff. Handicapped students are encouraged to participate in all activities. Recreation activities include: the Craft Center, Outing Program, Intramural Program, Resource Center (equipment rental), Interest Clubs and Club Sports (competitive extramural teams). For more information on any recreation program, call the URA Office, Heritage Hall 103, 746-2790.

REGISTRATION

Registration has been a great problem in the past for the handicapped student, since it takes place in the Physical Education Building, which has many stairs and is inaccessible to wheelchairs. To solve this problem, a special registration program was estab-

lished. (Please note: All students who register *must* be assigned some standing by the Office of Admissions.)

It is *strongly* recommended that handicapped students take part in this early registration program. Only known handicapped students will be sent invitation letters from the Office of the Registrar. If you wish to participate, please call OHSS. They will then notify the Registrar, and instructions will be mailed to you. Mail the "Return Portion" of the invitation letter according to the instructions in the invitation letter, and registration materials will then be mailed to you. If you cannot obtain the *Schedule of Classes*, call the Bulletin Mailing Office, 746-2298.

Each student is responsible for gathering "H" class cards from the appropriate academic departments. Known handicapped students will be given priority for obtaining "H" class cards by presenting their invitation letter to the department one day prior to that for other students. (Call the Registrar's Office for deadlines). If you have difficulty getting to the various departments, call OHSS. "R" class cards will be pulled by the Registrar's Office in the order that the materials are returned. Completed materials should be returned as soon as possible, as no "R" cards will be pulled for closed classes.

Participants may mail their materials as soon as they are completed to: Bob Smith, Office of the Registrar, Student Administrative Services, Room 102, USC, Los Angeles, California, 90007.

The last step in registration is payment of fees. Assessed original fee bills will be mailed to the participants. Return a check payable to USC for the total amount (with fee bill and I.D. card) to Bob Smith, and the paid fee bill and valid I.D. card will be mailed to you. If you are receiving any financial aid (loans, scholarships, agency payments, etc.), you will have to make advance arrangements with the appropriate offices to make certain that all fees due will be paid.

A photo I.D. is necessary, but, since the photo equipment is located in the Physical Education building during Registration, handicapped students will need to call OHSS for special arrangements three weeks after regular registrations is completed.

For those students who cannot take advantage of early registration, arrangements will be made for assistance prior to and during regular registration. Such assistance is also available for registration for Summer and Special Sessions, also for change in programs. Call Bob Smith at 746-5575.

RESTROOMS

Thirty-six women's and men's restrooms on campus have been partially modified for accessibility to wheelchairs. Grab rails have been installed, and stall doors have been widened. (See Campus Buildings and Facilities for exact locations). If a restroom is not conveniently located near your classes, call OHSS (746-7987).

STUDENT HEALTH CENTER

The Student Health and Counseling Services are combined to help USC students maintain their physical and emotional well-being.

Preventive health care and health education are given the same emphasis as curative programs and treatments. Your Student Health Fee covers a range of services, including examinations, X-rays, laboratory work-ups, immunizations, short-term physical therapy, birth control information, personal or group counseling, legal counseling, and more. Your records are held in complete confidence, so don't wait for an emergency to get to know the SHC.

Take advantage of these services as often as you like. We welcome your suggestions, comments, and criticisms. It's your Center, and we're here to help! (746-7987, 849 W. 34th St.)

STUDENT SERVICES

Tutors and readers are available to all handicapped students at USC through the Student Services Center. The Center hires some tutors, mainly in chemistry, mathematics, and communication skills, to provide free service for low-income students. Fees for listed professional and student tutors range from $3 to $5 per hour in most subjects. All tutors must list their educational background, and most need a faculty sponsor. The Center evaluates tutors by using student feedback. Call Steve Cheney, Learning Skills Coordinator, Student Union 301, 746-6544.

23

TELEPHONES

Many public telephones are available on campus. At sixteen locations, phones are at a height accessible to students in wheelchairs. (See Campus Buildings and Facilities for specific locations.) The following telephones are equipped with amplified sound for the hard of hearing, have push-button dialing, and direct emergency lines to Security.

1) Founders Hall: Outside north end of building.
2) South/East corner of University Avenue/Child's Way (Diagonally across from Tommy Trojan)
3) Hoover Park: North/East corner of park (off Hoover Blvd.)
4) Engineering Quad: near kiosk, outside building. (No emergency line or push-button dialing)

Additional coin phones are planned in all new buildings and major campus remodeling. Additional emergency lines will be installed in outdoor locations.

WATER FOUNTAINS

Water Fountains at a height accessible to wheelchairs are located at the following locations: Birnkrant Women's Residence Hall (main level), Doheny Library (basement near College Library), Founders Hall (main level), Harris Hall (main level), Hoffman Hall (third floor), Mudd Hall (main level), Petroleum and Chemical Engineering building (main level), Student Health Center (main level), Student Union (main level), Trojan Hall (main level), Von KleinSmid Center (main level), and Waite Phillips Hall (main level).

WHEELCHAIR STORAGE

Students who need protected storage for their wheelchairs or carts on campus should call OHSS for special arrangements.